

Environmental Assessment (EA) Review Categorical Exclusion (CE) Review

Introduction

PD&EA will send a copy of the draft document for our review (Example 13). This is an opportunity to review the traffic-related topics presented in the document. It is important to send a response memo to PD&EA, even if we have no comments on the draft document.

Step By Step Procedure

1. Enter type of review into the Plan Review Database as an **EA or CE Review**. PD&EA typically sets the due date. If no date, assume 3 weeks from date received. Pull the project file.
2. Prepare EA, CE, FONSI or EIS Review form letter (Example 14) to ATE. Copy Traffic Management & Signal Systems Unit (Troy Peoples) if Signals and/or ITS are part of project. Copy Signing if contract signing is part of project. Copy Traffic Operations if ITS is part of project. (Also copy Traffic Operations if they have not been previously notified of project, but not for bridge projects). The form letter is located at: [TECM31/cm/common/formlet/ea\(ce\)/review/...](#) It is acceptable to copy only the traffic related portions of the document for ATE and Traffic Operations. Give them 2-3 weeks to return comments. Be sure to include any figures that are referenced.
3. Review document using previous recommendation letters and analysis.
4. Discuss with Plan Review Engineer.
5. Prepare a response letter PD&EA even for no comments (Example 15). Copy the Division, Roadway (or Design Services), ATE and Traffic Control. Copy Traffic Management & Signal Systems Unit (Troy Peoples) if signals and/or ITS part of project. Copy Signing if contract signing is part of project. Copy Traffic Operations if ITS is part of project. (Also copy Traffic Operations if they have not been previously notified of project, but not for bridge projects).
6. Enter completion date and relevant comments into Plan Review Database and file.